

# **PERSONAL CAREER DEVELOPMENT PLAN**



## **OFFICE OF VOCATIONAL REHABILITATION**

Putting People & Solutions To Work

The completion of a Personal Career Development Plan (PCDP) is required for all new employees for the first three years of employment. Counselors and Field Branch Managers are required to maintain current PCDP for the first three years of employment and will be required to maintain beyond the three years if they have not met the required agency standards for the Comprehensive System of Personnel Development (CSPD-see page 3). Employees participating in specialized training programs such as Academy of Leadership Exploration and Preparedness (I or II) must maintain a current CDP while in the program. This plan can also be used as a support for employees that need assistance in defining professional development that may help them become more successful in performing their job responsibilities.

**Select One of the Following:**

☐ New Employee Plan      ☐ 1 – 3 Year Plan      ☐ CSPD Plan only      ☐ Plan for Performance Improvement      ☐ Specialized Training Program

**Date Developed:****Basic Information:**

Name:                                  Manager/Supervisor:                                  Job Title:

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**This following only has to completed for a new employee unless these courses are being retaken as a part of a Professional Development Support Plan.**

Check ☐ N/A if it does not apply to this employee.

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Check if Complete	Name	Date Completed
<input type="checkbox"/>	New Employee Orientation (Online)	
<input type="checkbox"/>	Understanding Confidentiality for New Employees	
<input type="checkbox"/>	Skills Enhancement Training I (required for all new counselors)	
<input type="checkbox"/>	Skills Enhancement Training II	
<input type="checkbox"/>	Skills Enhancement Training III (at Carl D. Perkins Vocational Training Center)	
<input type="checkbox"/>	Anti- Harassment (online)	
<input type="checkbox"/>	Workplace Violence Prevention (online)	
<input type="checkbox"/>	State Government Ethics (online)	
<input type="checkbox"/>	Performance Matters Training (required for new supervisors only)	

**EMPLOYEE NAME:**

Counselor: ☐ Yes (complete the information below) ☐ No (move to the next page)

**COMPLETE THIS PAGE FOR COUNSELORS ONLY ~ CSPD Information**

RSA requires that counselors who do not meet the current CSPD standard for the agency be under an approved development plan to achieve the standard. Kentucky OVR has set the standard for CSPD as “educational qualification to sit for the CRC”. Employees who do not meet the current standard must do so within 5 years of hiring. While the statute requires standards for all professional and paraprofessional staff, RSA is currently focusing on Rehabilitation Counselors. It is important to note that RSA’s current position on who is considered to be a rehabilitation counselor is anyone who does one or more of the following:

- Makes an eligibility determination
- Approves an IPE and any amendments to the IPE
- Makes the determination as to who is an individual with a significant disability
- Makes the determination as to who is an individual with a most significant disability
- Makes the determination, in consultation with the individual, of ineligibility
- Makes the determination, in consultation with the individual, that the record of service of an individual who has achieved an employment outcome can be closed

**Determine Counselor CSPD Status - Complete the following:**

**Does this counselor currently have a master’s degree?**

- No – Move to next page and complete Career Development Plan. The plan must include plans to achieve the required master’s for CSPD.
- Yes –
  - If the master’s degree meets CSPD then move to the next page and complete the Career Development Plan for appropriate category.
  - But the master’s degree does not meet CSPD. Move to next page and complete Career Development Plan as appropriate for the employee to achieve CSPD.
  - Not sure if it meets CSPD – contact the HRD Program Administrator for a transcript review.

\*\*\*Counselors who do not meet CSPD requirements must maintain an active plan until the time that they do achieve the CSPD requirement.

**EMPLOYEE NAME:**

Continuous Improvement Goal	Steps Needed to Reach Goal	Time Frame	Evidence of Achievement	Date Completed	Annual Review	Initial & Date of Review

IF YOU HAVE A DESIRED CAREER PATH FOR THIS AGENCY PLEASE INDICATE: \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*                      *Date*

\_\_\_\_\_  
*Supervisor's Signature*                      *Date*

## PERSONAL CAREER DEVELOPMENT PLAN GOAL OUTLINE INSTRUCTIONS

<b>Completion of Goals</b>	If you have completed all the Continuous Improvement Goals listed on your PCDP, sign, date and send a copy to the Human Resource Development. At this time, complete a new PCDP outlining new goals
<b>Continuous Improvement Goal</b>	With one goal per block, list your personal career goals. Some examples might include: Increase knowledge of Microsoft Access, Obtain Master's in Rehabilitation Counseling, Become Certified Rehabilitation Counselor, Become Certified Public Manager, Increase Stress Management Abilities, etc.
<b>Steps Needed to Reach Goal</b>	List the steps needed to obtain your continuous improvement goal. Some examples might include: Attend GSC stress management classes, Begin Master's in Rehabilitation Counseling at University of Kentucky, Enroll in Certified Public Manager's training through GSC, Attend annual APSE and KRA conference to maintain CRC, etc
<b>Time Frame</b>	Indicate the anticipated beginning and ending month/year to reach your goal. Some goals will be "ongoing" and can be entered in place of a specific date
<b>Evidence of Achievement</b>	Indicate what will determine if you have successfully achieved your goal. For example, if your goal is to obtain your MRC, you could simply put Degree. If your goal is to improve your knowledge of Microsoft Access, you could put GSC Certificate of completion
<b>Date Completed</b>	Indicate the date the goal was achieved
<b>Annual Review</b>	During the months of January, May or September, you and your supervisor will review your progress on your PCDP during the previous fiscal year. In this section make any comments and/or amendments needed to reflect progress toward the goal. Mail amended plan to Human Resource Development branch
<b>Initial &amp; Date</b>	Both you and your supervisor initial and date each goal to indicate it has been reviewed
<b>Career Goals</b>	If you have an interest in working toward another position within the Office or have special skills you would like utilized, indicate here